



HAMILTON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

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MINUTES

LEPC Meeting Minutes, July 12, 2006

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held July 12, 2006 at Wally's Restaurant, 6521 Ringgold Rd, in East Ridge, Tennessee. The following constitutes the minutes of that meeting.

Those in attendance were:

Bruce Garner, CFD; **Acting Chairman**
Wayne Stuntz, **Secretary/Treasurer**
Dusty Rominger, W.R. Grace, **V/Chair**
Jack Gray, Hyperlast N. America, **V/Chair**
Larry Martin, McKee Foods
Caroline Williams, LWV
Jack Gray, Synair Corp.
David Darnell, BASF
John Piotter, Greenleaf Group
Gerald Clayton, Invista
Karen Dale, Invista
Ron Reel, Chattanooga Gas
Robert Hadden, THP

Michael Poe, Sofix
Sandra Polly, TN State Guard
Elizabeth Forrester, CCC
Mike Akins, First Response
Marcus Cochren, First Response
Tim Arnold, US Coast Guard Aux.
Wesley Self, DPC Enterprises
Jim Morgan, Velsicol Chemical
John Leach, HEPACO
Indu Thaker, Ham. Co. Engineering
Richard Twitchell, Self
Candace Esparaza, Aquaterra Eng.

Introductory Remarks: Bruce Garner, acting Chairperson, began by welcoming all in attendance and asked each person to introduce themselves.

Old Business:

- Following introductions, Bruce called for new membership—there being none, asked Jack Gray to address a related issue on membership.
 - Jack, Membership subcommittee Chair, covered his method of tracking membership attendance (utilizing an Excel spreadsheet covering the last three meetings) and passed the spreadsheet around for all to review and update as required.
- Bruce asked Wayne Stuntz to address the answer to a question asked during the last meeting regarding RMP membership and which of the RMP facilities made a financial contribution to the LEPC during our request for donations campaign.
 - Wayne Stuntz said that out of sixteen (16) RMP facilities—six (6) made financial contributions to the LEPC during the 2006 request for donations campaign.

- Motion to approve May 24, 2006 LEPC Meeting Minutes was made by Larry Martin and seconded by John Piotter. Motion carried.

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- Financial report provided and given by Secretary, Mr. Wayne Stuntz.

New Business:

Vote on Proposed Incentive Package for LEPC Members: Bruce said he would be asking for a vote on each proposed incentive package for LEPC members.

- Incentive #1: **HAZWOPER Refresher Course**

Bruce provided a brief description of the course, adding that there will be no cost to the student or the LEPC. A brief question and answer session ensued.

- Question: How are the dates for the training sessions to be determined?
- Answer: On the availability of Classroom space and instructors.
- Question: Classes are already in progress?
- Answer: No, these are new classes and will happen depending on interest and registration for classes.
- Question: If only 5 are interested—there will not be a class?
- Answer: Not necessarily—there was no minimum set—only a maximum.

Bruce asked for a motion to accept this particular incentive. Motion to approve made by Tim Arnold, seconded by Indu Thaker. Motion carried.

- Incentive #2: **Fire Extinguisher Training**

Bruce provided a brief description of the class, and added—there will be no expense to the student, however, the LEPCs expenses would be for materials (\$8 per student or \$200 per class). A motion to approve was made by Larry Martin, and seconded by Tim Arnold. Motion carried.

- Incentive #3: **CPR Training**

Bruce said there was some discussion at the last meeting as to whether this should be a refresher or a full course. Bruce researched the issue after the last meeting and provided an explanation for each course—there was a brief discussion and it was determined that depending on course interest, either the basic Heartsaver and Family or Friends CPR course or the more advanced “BLS for Healthcare providers” course would be offered.

Total cost to the LEPC would either be \$637.50 for the basic CPR course or a total cost of \$473.00 for the more advanced BLS course—a one-time expense for the life of the either instruction package. A motion was made by Richard Twitchell to offer the more advanced BLS course—seconded by Larry Martin. No further discussion. Motion carried.

Vote on Proposed Changes to LEPC By-Laws:

Larry Martin, By-Laws subcommittee Chairman offered a summary of proposed changes to the By-Laws that were e-mailed to all members. Larry said that in addition to the changes already proposed to Article II, Section 1, MEMBERSHIP; a proposal was made to add “Public Utilities” to Article II, Section 1.

A motion was made by John Piotter to approve the proposed changes to the existing LEPC By-Laws. Richard Twitchell seconded the motion. No further discussion, motion carried.

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Update of LEPC Regional Conference

David Darnell said that this is the seventh time that the Hamilton County LEPC has applied for and received grants from the State of Tennessee to put on a conference and provide a training opportunity for local responders as well as the tri-state area. David summarized with the following:

- Type of grants received and dollar amount for each grant.
- Well-done recognition of those currently serving on the LEPC Conference subcommittee.
- Working within the budget—but more is needed (i.e. asking for additional help from vendors/exhibitors and sponsors to help defray the cost for the conference).
- Still opportunities for exhibitors and sponsors/co-sponsors for breaks/lunch, etc.
- Contents/agenda for the LEPC Conference Program
- Registration forms are at the printers.
- Letters to be mailed out at the end of this week.
- Signed Contract with Trade & Convention Center (Assembly Hall (seating for 225 people); and two classrooms w/concurrent sessions)
- Discussed Program for the Conference—2-Day Training at Fire & Police Training Center (Aug 21-22), and State Conference (Aug 23-24)
- Both County and City Mayor's have been invited and have said will attend.
- David Mitchell, Director, TN Homeland Security kicking the Conference off with an update on State of Security for Critical Infrastructure in TN.
- Discussed Program agenda for the Conference to include a high-impact multi-media tabletop exercise for local responders on Aug 24.

Jack Gray added that he has developed a "Comment Card" which will be given to all registered personnel at the Conference—something for those in attendance critique conference matters.

LEPC Elections in September

Bruce asked for volunteers to form the LEPC Election Committee for the upcoming September election. Michael Poe and John Piotter agreed to participate on that committee.

John Piotter proposed that the LEPC use the conference as a momentum for kicking off a membership drive—since the conference is a high visibility event and the LEPC already has the telemarketing infrastructure. David Darnell suggested that copies of the LEPC Brochure be placed at the Registration Table with a "roster" for those interested in becoming a member could sign—later to be contacted by a member of the Membership Committee.

Bruce, piggybacking on the membership issue, suggested that when we do visit RMP facilities, we should have something in writing that tells them we believe they should become a member, but it also tells them what the facility gains by becoming a member.

Bruce, following through on a part of the "incentive package", had on-hand, "certificates of membership" for current LEPC members and asked that those in attendance pick theirs up, sign their certificate as their companies primary representative, and then have their boss (plant manager, etc.) sign it. This certificate will then show their membership for 2006.

Date and Location of Next Meeting

- Next meeting is scheduled for September 13, 2006 at Wally's Restaurant in East Ridge.
- Meeting adjourned.